



## ***STEP 1 WORKSHEET: VOLUNTEER NEEDS ASSESSMENT***

### **1. Questions to ask before conducting a needs assessment**

What is our organization's purpose or mission?

Why do we need volunteers to help meet this purpose?

Volunteers support our organization's work in the community... What value do they add?

What do our volunteers get back in return?

What resources do we need to devote to our volunteer program?

Who will manage the program?

How do we assess our volunteer program's impact and effectiveness?

## 2. Brainstorm:

### **Your current needs:**

First, think about your organization's *current* volunteer needs. These might be to fill a critical gap such as a vacant board position or an essential service (ie. an accountant, a chief archivist, a volunteer manager, a board secretary, master woodworkers, fundraisers, conservationists etc).

It might help you to think of the categories of your volunteers. Here are suggested categories:

- Coordination    Management    Board positions    Administration    Event organizing
- Customer service    Fundraising    Community relations & publicity    Service delivery
- Technical support    Manual & skilled labour    Other:

What are your *current* (or even *urgent*) needs?

### **Your mid- and long term needs:**

Now consider the human resource needs your organization will have in the future. These volunteers will be critical to meeting your organization's mission and growth strategies in the next *year to three years*. They may, for instance, help carry out new projects or replace long serving members whom intend to retire.

What are your potential *longer term* needs?

### 3. Evaluate and prioritize:

Considering your organization's mission and your identified needs, select the top requirements you have for volunteers in the short-term and in the longer term and list them below. Identifying these greatest volunteer needs will help you focus your efforts and figure out where to start.

If it is not easy to pick your top needs, it might be helpful to consider what unique, cherished and critical services your organization provides to your community. Your top volunteer needs likely relate to delivering these services.

What are your top 1-2 *urgent* needs? What are your top 2-3 *longer term* needs?

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